

# Job Opportunity State Controller's Office



Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations. Voice/CRS Relay (711)

<b>Position:</b>	<b>AMENDED</b> Staff Services Management Auditor / Associate Management Auditor (Bonds) (4 positions)
<b>Position #:</b>	051-643-5841-XXX 051-643-4159-XXX
<b>Salary Range:</b>	\$3106-\$4903 \$4619-\$5897
<b>Issue Date:</b>	July 31, 2008
<b>Contact:</b>	Laura Nicholls (916) 323-1598
<b>Location:</b>	Division of Audits State Agency Audits 3301 C Street, Suite 705 Sacramento, CA 95816
<b>Final Filing Date:</b>	(Statewide) Until Filled

## Applications:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/Surplus candidates will be given priority.

**All hires will be subject to a background check.**

**For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.**

Submit a Std.678 State Application and Resume to:

State Controller's Office  
Division of Audits  
ATTN: Laura Nicholls  
300 Capitol Mall, Suite 418  
Sacramento, CA 95814

If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further. The Office of the State Controller (SCO) is in the process of moving in the direction of becoming the destination employer within the State of California.

## Scope of the Position:

With direction provided by a Senior Management Auditor, the SSMA incumbent (development level) is responsible for completing the less complex audits and will assist with the more complex audits. Assignments will include examining management controls in a single agency, a small group of related agencies, to provide enterprises under the jurisdiction of the Office of the State Controller. **Overnight travel is routinely required.**

Incumbent can be assigned to other projects within the division that require an advanced journey level auditor skill set, including examining organization operations and internal management controls, conducting the most complex technical audits of fiscal and management procedures and practices of agencies and other organizations subject to review by the State Controller's Office. Specific duties include, but will be limited to the following:

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Duties and Responsibilities: (Candidates must perform the following functions with or without reasonable accommodations.)

- Perform pre-award/post-award audits/reviews and post audits of private contractors, local governmental agencies, and rail-related entities.
- Ensure audit work is properly supported and sufficient to enable an expression of an opinion on the fairness of the financial reports, and is in accordance with SCO audit policies and general accepted auditing standards.
- Make preliminary review and analysis of the entity to be audited. Conduct entrance and exit conferences. During the entrance conference state the nature, purpose, and objective of the audit. At the exit conference, discuss preliminary findings or problems encountered.
- Apply proper audit documents with complete and concise language to be used to support findings. Develop appropriate recommendations for corrective actions based upon competent audit findings.
- Evaluate auditee's accounting and administrative systems expressing an opinion to the adequacy and make recommendations where appropriate.
- DUTIES WILL COMMENSURATE WITH LEVEL HIRED.
- DESIRABLE QUALIFICATION: CURRENT AND VALID DRIVER'S LICENSE.